3 0 OCT 1975

MEMORANDUM FOR: Chief, Policy and Plans Group

ATTENTION   :   [   ]

SUBJECT   :   MBO Objective OS-D 01-76

REFERENCE   :   Memorandum to Deputy Directors
                        Same Subject, dated 19 Sept. 75

    1.   Milestone two of the referent requires that each
type of record retained by the Security Records Division
be categorized as (a) must be kept by law, directive or
regulation; (b) must be destroyed; (c) should be kept; and
(d) should be destroyed.   The referent permits a record to
be divided into two or more categories.   The listing presented
below categorizes the records in accordance with the stated
guidelines.

    2.   <u>MUST BE KEPT BY LAW, DIRECTIVE OR REGULATION</u>

        Office of Security Case Files (Personnel Security Files)
        Office of Security Personal Index
        Office of Security Impersonal Index
        Cryptonym and Pseudonym Index
        True Name Index
        Security Automated Name Check Activity
        Security Automated Dossier Retrieval System
        Confidential Informant Index
        Master Copy of Microfiche Records

    3.   <u>MUST BE DESTROYED</u>

        Office of Security Case Files
        (Organizational files, Dissident files)

4.   SHOULD BE KEPT

    Administrative Files, C/SRD
    Administrative Files, Microfiche Branch
    TWX Chronological, Incoming and Outgoing
    Cable Chronological, Incoming and Outgoing
    Courier and Manifest Records
    Cable Log Files
    Dispatch Chronological Files
    Case Control Index
    Abstract File Index
    Systems Support Branch Library
    Post Office Expenditures and Incoming and
      Outgoing Mail Receipts
    Master Copy of Headquarters and Security Regulations,
      Bulletins, Directives.

5.   SHOULD BE DESTROYED.   The records listed in this
category are operating files and are also listed in the
category of "Should Be Kept".   These records are listed in
dual categories in that they are operating files, and as
working files they are imperative to the mission of SRD.
However, they undergo periodic purging and destruction for
outdated material, and some are purged according to a time
retention schedule.

    Administrative files, C/SRD
    Administrative Files, Microfiche Branch
    TWX Chronological, Incoming and Outgoing
    Cable Chronological, Incoming and Outgoing
    Courier and Manifest Records
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    Dispatch Chronological Files
    Case Control Index
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      Bulletins, Directives.

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Chief,
Security Records Division